

*Protocol for the standardisation of the*

# SCIENTIFIC SIGNATURE



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## ***Standardisation of the institutional affiliation and personal name in publications by people linked to Universidade de Vigo***

### ***Subject matter***

One of the objectives of Universidade de Vigo, as stated in its Statutes, is to create, develop, evaluate, and transmit knowledge through quality and excellence in teaching and research. Moreover, Article 5 states that the university will ensure appropriate monitoring and regular evaluation of its activities.

Scientific and artistic publications are a fundamental element in the dissemination of research results. Therefore, analysing their impact and visibility makes it possible to appreciate the projection and scope of the research carried out by members of the university.

The aim of this Protocol is to standardise the name of the institution and its members in publications and works of art. In this way, it will be easier for such publications to be assigned without error in the sources of information and in the various tools for evaluating scientific production. This standardisation will increase the reliability of the evaluation indicators and improve the visibility of the scientific production of university members.

### ***People to whom this Protocol applies***

- Academic and research staff, research trainees, administrative and service staff (permanent or temporary), and students of Universidade de Vigo in publications and works related to the work carried out within Universidade de Vigo through the use of its resources, facilities, and services.
- Members of foundations, research institutions, technology centres, and other entities related to Universidade de Vigo that currently exist or will be created in the future.
- Members of other universities and institutions who are on a stay at Universidade de Vigo for all publications totally or partially related to the work carried out during their stay.



### *Legal foundations*

- Act 14/2011 of 1 June, on Science, Technology, and Innovation. Article 15 includes, among the obligations of researchers, the use of the name of the entities to which they provide services in the exercise of their scientific activities, in accordance with the internal Regulations of those entities and the Agreements, Pacts, and Conventions they have signed.
- Decree 13/2019, of 24 January, approving the Statutes of Universidade de Vigo. Article 4 establishes that the official name of the university is "Universidade de Vigo".
- Universidade de Vigo Groups, Associations, and Research Centres Regulations (approved on 26 June 2019). Article 5 states that all people registered in a research group or as individual researchers undertake to mention Universidade de Vigo in any type of research or transfer production resulting from their activity.
- Industrial and Intellectual Property Regulations of Universidade de Vigo (19 June 2012). Article 7 states that in any case and unless otherwise specified by Universidade de Vigo, any invention or work in which members of the university are involved and which is produced as a direct or indirect consequence of their academic, teaching, or research duties shall indicate their affiliation with the aforementioned institution.
- Regulations on the use of Galician at Universidade de Vigo (approved by the Galician Minister Council on 2 March 2015). Article 1, Point 1.4, indicates that the official name of the university is Universidade de Vigo, and must be stated as such. The names of Centres, Studies, Departments, Institutes, and other research institutions, as well as university or administrative services, shall be in Galician.
- Corporate Identity Manual of Universidade de Vigo. Section 2.1 states that the name of the institution is Universidade de Vigo and its translation into other languages is not permitted.
- Proposal for a manual to help Spanish researchers to standardise the names of authors and institutions in scientific publications (version 17/01/07). This manual is a document prepared for the FECYT by the research groups EC3 of Universidad de Granada and Quantitative analysis in Science and Technology of CINDOC-CSIC.

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## ***Guidelines for the standardisation of the institutional name***

### ***Name of the institution***

#### **How to include the name of the institution**

In all publications and works in which a member of Universidade de Vigo is involved, the name of the university must appear in the signature of the work. In addition, if the signatory is part of a Strategic Group, Research Institute or Research Centre of Universidade de Vigo, the name of said Centre, Institute or Group must be stated. If the member does not belong to a Strategic Group, Institute or Research Centre, the research group or department may be used as a secondary unit.

#### **Form of the name of the institution**

Only the official form "Universidade de Vigo" may be used. It must be written in Galician, without any acronyms or abbreviations. If it is necessary to add the name in English, the form "University of Vigo" must be used, which in no case replaces the official name.

#### **Names of Departments, Institutes, Groups, and Research Centres**

The names of Centres, Strategic Groups, Departments, Institutes, and Groups must use the official form, full name, abbreviation or both, as determined by each institution.

### ***Elements of the signature and their order***

As a general rule, the name of Universidade de Vigo must appear first in the affiliation section. If the signatory is part of a Research Centre, Research Institute or Strategic Group of Universidade de Vigo, the name of that Centre, Research Institute or Group should appear first, followed immediately by the name of Universidade de Vigo. Any reference to other entities, such as Groups, Departments or Campuses, should follow.

The different elements of the signature must be separated by a comma and must always be within the same institutional affiliation. Lastly, the postal address should be added, including the postal code, city, and country. In the case of including an email address, the institutional email address provided by Universidade de Vigo must be used.

### ***Multiple affiliations***

If a person is affiliated to more than one institution, it is recommended that they include a dual affiliation in their work. In addition, Universidade de Vigo and its Institutes, Centres, Departments, and Groups must be mentioned first, as established in this Protocol. If the other institution to which the researcher belongs is a mixed centre or a foreign centre to Universidade de Vigo, the dual affiliation must be indicated separately.

Researchers from Universidade de Vigo must always indicate their dual affiliation separately in all their publications during their stays in other institutions: Universidade de Vigo and the institution where they are staying.

Likewise, members of other institutions who are temporarily at Universidade de Vigo must acknowledge the Universidade de Vigo in their affiliation in all publications relating in whole or in part to the work carried out during their stay, as specified in this Protocol.

#### **Examples:**

Name

CINBIO, Universidade de Vigo, 36310 Vigo, Spain

Name

atlanTTic, Universidade de Vigo, School of Telecommunications Engineering, Vigo 36310, Spain

Name

Marine Research Centre, Universidade de Vigo, Geoma, Vigo 36310, Spain

Name

CINTECX, Universidade de Vigo, Encomat, 36310 Vigo, Spain

Name

CINTECX, Universidade de Vigo, New Materials Group, Applied Physics Department, Vigo 36310, Spain

Name

Universidade de Vigo, School of Forestry Engineering, Pontevedra 36005, Spain

Name

Universidade de Vigo, Group of Studies of Archaeology, Antiquity, and Territory (GEAAT), Faculty of History, Ourense 32004, Spain

Name<sup>ab</sup>

<sup>a</sup>Universidade de Vigo, Departamento de Teoría do Sinal e Comunicacóns, 36310 Vigo, España

<sup>b</sup>Gradiant, Citexvi Building, 36310 Vigo, Spain

Name<sup>ab</sup>

<sup>a</sup>CINBIO, Universidade de Vigo, 36310 Vigo, Spain

<sup>b</sup>Galicia Sur Health Research Institute, Álvaro Cunqueiro Hospital, 36213 Vigo, Spain

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## *Recommendation for the standardisation of the personal name*

Using a single form of personal signature for all works and publications makes it easier to associate them all with the same person, both in databases and in tools for the Evaluation of Scientific Production. Therefore, it is important that each person chooses a single form of signature that remains the same over time.

Moreover, it is necessary for members of Universidade de Vigo to have an ORCID number that identifies all their publications.

### *Forename*

In the case of simple forenames, it is advisable to use the full name, not the abbreviation. In composite forenames, the best option is to reduce the middle name to its initial to avoid confusion with the surname. Other options are to join all parts of the name with hyphens or to delete one of the parts of the name.

Examples:

Ana

Ana B.

Ana-Beatriz

Carme

María C.

María-do-Carme

María-Carme





## Surname

In many linguistic fields only one surname is used even if you have two, since using both surnames in the signature often leads to confusion in databases and publishing houses, which usually consider the last surname to be the only one. Therefore, it is advisable to use both surnames separated by a hyphen, or only one surname if it is uncommon. The surname written in this way combined with the first name will clearly identify the signatory.

Similarly, if the surname contains prepositions, it is advisable to eliminate them. If it is preferred to keep them, they should be joined to the surname with a hyphen.

The graphic accents of forenames and surnames must be preserved and their abbreviations must never be used.



Examples:

Forenames and surnames	Recommended form	Other forms
Ana Isabel Fernández Conde	Ana I. Fernández-Conde	Ana-Isabel Fernández-Conde Ana Fernández-Conde Isabel Fernández-Conde
María do Mar do Porto Ferreira	Mar Porto-Ferreira	María M. Porto-Ferreira María M. Do-Porto-Ferreira María-do-MarDo-Porto-Ferreira María-do-Mar Porto-Ferreira Mar Do-Porto-Ferreira
Luís de Agustín García	Luís Agustín-García	Luís De-Agustín Luís De-Agustín-García Luís Agustín
Xoán Xosé López da Cruz	Xoán X. López-da-Cruz	Xoán X. López-Cruz Xoán-Xosé López-da-Cruz Xoán-Xosé López-Cruz

### *Personal identifiers*

There are personal identifiers that allow all publications by the same author to be grouped together, even if the personal name appears in different forms.

ORCID (Open Researcher and Contribution ID) is an international non-profit organisation that provides a unique and persistent digital identifier that can be linked to a personal profile. Said identifier allows to group together all publications. It is currently the most widely used identifier and it is demanded by many scientific publishers. It is the identifier that must be used so that the scientific production database of Universidade de Vigo can be updated correctly.

Other personal identifiers:

- Scopus e Web of Science proporcionan rexistros de autor/a baixo un identificador único (Scopus Author ID and ResearcherID), que aglutinan todas as publicacións malia que orixinalmente fosen asinadas de xeitos diferentes.
- Google Scholar ofrece a posibilidade de crear un perfil de autor/a público que recolle todas as publicacións independentemente de como tiñan sido asinadas.

The Universidade de Vigo library offers a consultancy service for creating and updating author profiles. Contact information:

Learning and Research Support Section

- **Vigo Campus**  
referencia@uvigo.gal  
Tel.: +34 986 813 843
- **Pontevedra Campus**  
refbcp@uvigo.gal  
Tel.: +34 986 802 001
- **Ourense Campus**  
saibco@uvigo.gal  
Tel.: +34 988 387 230

